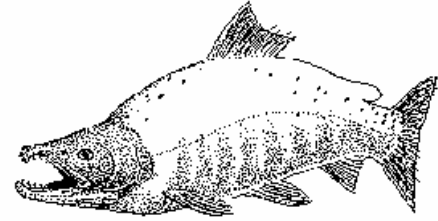


Office of Subsistence Management

Fisheries Information Services



FISHERIES RESOURCE MONITORING PROGRAM **Guidelines for Preparing Proposals**

INTRODUCTION

The purpose of these guidelines is to assist potential investigators in preparing proposals for consideration under the Fisheries Resource Monitoring Program in 2006. Following are summaries of the schedule for consideration of proposals, contacts for questions, and the format for proposals.

SCHEDULE

1. **Request for Proposals (November 2004).** The Office of Subsistence Management extends an invitation to submit proposals to regional organizations, Alaska Native organizations, community organizations, academic institutions, State and Federal agencies, and other qualified groups and individuals. The Office of Subsistence Management encourages submission of proposals addressing topics identified in the document *Issues and Information Needs*. Proposals can either be for new projects, or continued support of projects whose funding ends in 2005.
2. **Deadline for Proposals (January 28, 2005).** Fisheries Information Services must receive electronic submission of proposals no later than January 28, 2005.
3. **Request for Investigation Plans (March 31, 2005).** Proposals will be reviewed and evaluated by staff from Fisheries Information Services Division and the Technical Review Committee. The Office of Subsistence Management will request some investigators to develop full investigation plans for further consideration based on the following criteria: strategic priority, technical-scientific merit, past performance-administrative expertise, and partnership-capacity building.
4. **Deadline for Investigation Plans (May 20, 2005).** Fisheries Information Services must receive electronic submissions no later than May 20, 2005.
5. **Draft Fisheries Resource Monitoring Plan Prepared (August 1, 2005).** Investigation Plans will be reviewed and evaluated by staff from Fisheries Information Services Division and the Technical Review Committee utilizing the same criteria: strategic priority, technical-scientific merit, past performance-administrative expertise, and partnership-capacity.

Investigation Plans recommended for further consideration will be combined into the 2006 draft Fisheries Resource Monitoring Program.

6. **Public Review of draft Monitoring Plan (September – October 2005).** The draft Monitoring Plan is distributed for review and comment to Regional Advisory Councils, other organizations, agencies and the general public for their review and during the fall Council meetings.
7. **Federal Subsistence Board Approval (January 2006).** The Board reviews and approves the final 2006 Fisheries Resource Monitoring Plan.
8. **Projects Begin (April 2006).** The 2006 Fisheries Resource Monitoring Program will be implemented by notifying successful investigators. Financial documents (cooperative agreements or contracts) are prepared and ready for implementation by April 1, 2006.

CONTACTS FOR QUESTIONS AND ASSISTANCE

If you have questions or need assistance preparing a study proposal, please contact Fisheries Information Services. Phone: 800-478-1456, 907-786-3888, or send an email to one of the following addresses:

General inquiries: steve_klein@fws.gov or Kathleen Orzechowski at fisheries_resource_monitoring@fws.gov

Northern Alaska

Stock Status and Trends: stephen_fried@fws.gov

Harvest Monitoring /Traditional Ecological Knowledge: amy_craver@fws.gov

Yukon River

Stock Status and Trends: cliff_schleusner@fws.gov

Harvest Monitoring /Traditional Ecological Knowledge: polly_wheeler@fws.gov

Kuskokwim River

Stock Status and Trends: richard_cannon@fws.gov

Harvest Monitoring /Traditional Ecological Knowledge: polly_wheeler@fws.gov

Southwest Alaska

Stock Status and Trends: stephen_fried@fws.gov,

Harvest Monitoring /Traditional Ecological Knowledge: amy_craver@fws.gov

Southeast and Southcentral Alaska

Stock Status and Trends: doug_mcbride@fws.gov

Harvest Monitoring /Traditional Ecological Knowledge: polly_wheeler@fws.gov

Format for Proposals

All proposals must be submitted electronically to Fisheries Information Services in Microsoft Word per attached instructions. Proposals must be in 12 pt Arial font, and no more than three pages. All information is available on the web at <http://alaska.fws.gov/asm/fishproposal.cfm> or may be requested from the Office of Subsistence Management by contacting Kathy Orzechowski, phone 907-786-3645, e-mail fisheries_resource_monitoring@fws.gov.

Study Proposal Instructions

2006 Fisheries Resource Monitoring Program Proposal

Title: Use a short, descriptive title that captures the study's purpose or goal. Limit title to no more than 10 words.

Principal Investigator: Name
Organization
Address
Phone Fax
E-mail

Co-Investigator(s): Name, Organization
Name, Organization

Project Cost: 2006: \$
2007: \$
2008: \$
Total: \$

Project Dates: Start Month/Year
End Month/Year. End of project is defined by approval of final report.

For recipients outside of the Federal government, annual appropriations by Federal Fiscal Year should be budgeted as follows:

<u>Project</u>	<u>Timeframe for Budget</u>
Year 1	Start of project (usually April 1) – Dec 31 (or end of project if only one year)
Year 2	January 1 (year 2) – December 31 (or end of project if two years duration)
Year 3	January 1 (year 3) – End of Project

Geographic Area: List the region, or Inter-regional if more than one, where project will be conducted (see map of regions in Evaluation Criteria and Policy).

Latitude/Longitude Coordinates: Global Positioning System coordinates.

Information Type: Pick one data category that is most applicable to the proposal: Harvest Monitoring/Traditional Ecological Knowledge (HM-TEK), or Stock Status and Trends (SST).

Issue Addressed: Identify the specific subsistence fisheries management issues and/or data needs addressed by this proposal. Describe application of study to these subsistence fisheries management or regulatory issues. Describe the Federal nexus for this proposed study. Summarize prior results (if any).

Subsistence Use: Provide a description and quantification of subsistence use of the resource proposed for study. Quantification of use may be expressed as estimates of harvest and/or fishing effort over time. Possible sources for this type of information include the Community Profile Database (CPDB) or the Technical Paper Series, both of the Alaska Department of Fish and Game Division of Subsistence; or Annual Management Reports of ADFG Division of Commercial Fisheries or Division of Sport Fisheries.

Objectives: Numerically list project objectives in the sequence they will be completed. Clear objectives are essential to judge the importance, relevance, and cost-effectiveness of the proposed work.

Project Description: Provide a concise overview of proposed methods and activities. The proposal should summarize study design, data collection procedures, analytical methods, and time frames.

Consultations Completed/Potential for Capacity Development: Provide a summary of planned or ongoing consultations with rural communities, Alaska Native organizations, and/or agencies; and potential for capacity development activities. Specify the role of each investigator. Attaching letters of support for a project will strengthen a proposal.

Deliverables/Products: Provide concise descriptions of reports, data/information, and products that will be provide.

Estimated Costs. Provide an overview of proposed costs for each organization participating in the investigation in the tabular format shown below. Include both direct and indirect costs. Agency Match is defined as additional costs to conduct the proposed study, and from a source other than the Office of Subsistence Management.

Year	Federal Agency	State Agency	Alaska Native Organization	Other Organization	Total Request	Agency Match
2006						
2007						
2008						
Total						

Summarize any prior funding history for this study, including funding source and amounts.

Performance Ability: Summarize the investigator(s) and/or organization's credentials and experience in performing work similar to that proposed. Summarize any prior reporting history for this study.

Investigators ability to successfully complete the project will be evaluated based on:

1. History of investigator's performance on past projects.
2. Individual qualifications of each investigator and their role in the investigation.
3. Technical and administrative expertise of an organization.
4. Summary of experience
5. Reports and articles
6. Field capabilities
7. Other experience or ability